

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** POLICE CAPTAIN

### General Functions:

This position reports to the Police Chief, and is responsible for the management and direction of the operation divisions within the Police Department. Job responsibilities include direct supervision of Records, Detective Division, Patrol Division and Police Sergeants. Reviews internal investigations and grievances; budget development and monitoring and general project and operations management.

### Duties and Responsibilities:

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

- 1) Establishes and maintains a positive work environment for Police Officers, Sergeants and other members of the Department through consistent administration of Departmental policies, effective communication of expectations, cooperation and respect.
- 2) Maintains a positive relationship with contacts specific to them and with persons outside the City organization.
- 3) Plans, organizes and supervises the operation division's activities of the Police Department.
  - a) Develops staffing plans to meet daily requirements.
  - b) Develops and maintains shift schedules including overtime.
  - c) Reviews general orders and Department policies as part of staff process.
- 4) Exercises independent judgment to supervise Sergeants and other division supervisors, including the following:
  - a) Reviews and evaluates performance. Issues performance evaluations for direct reports on an annual basis.
  - b) Provides training and input.
  - c) Ensures accountability and productivity.
  - d) Assigns duties.

- e) Issues disciplinary action and effectively recommends disciplinary action toward personnel, consistent with established policies and procedures, as deemed necessary to maintain Departmental standards of performance and conduct. Responsibility extends to the authority to issue verbal reprimands, written reprimands and disciplinary suspensions of up to one day. Other disciplinary responsibility includes providing recommendations to the Chief of Police regarding disciplinary suspensions in excess of one day, demotions and discharges of personnel.
- 5) Provides recommendations to the Chief of Police regarding the selection of candidates for employment, promotions and transfers based on independent evaluation of the relative skills and ability of such candidates.
- 6) May be assigned to represent the City in labor negotiations or serve as a management liaison to the City during negotiations. Representing the City's interests during the grievance process as required by the collective bargaining agreement or otherwise directed by the Chief of Police.
- 7) Conducts and/or monitors internal investigations and any significant use of physical force situation where a subject was injured or could have likely been injured, and accident review boards. Evaluates the facts and issues discipline or makes recommendations to the Chief of Police for disciplinary action arising from such investigations within the parameters set forth in 4 (e) above, as directed.
- 8) Assists with the development of the Department budget and monitors expenditures of the operation divisions' budget.
- 9) During the absence of the Chief of Police, serves as acting Chief of Police as directed.
- 10) Responds to emergencies and other incidents requiring a command level officer. Responds on a 24-hour basis, as required.

**SPECIFICATIONS:**

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.)*

1) Job Preparation:

a) Education:

- i) The position requires a bachelor's degree in Criminal Justice, Public or Business Administration or related field from an accredited college or university. Must possess or be able to obtain a valid driver's license. Must possess a DPSST intermediate certificate. Must possess or be able to obtain a DPSST management certificate upon hire. Any satisfactory equivalent combination of experience and training as determined by the hiring authority may be substituted for the above.

b) Training:

- i) The position also requires a minimum of five (5) years experience employing a variety of police technical skills; four (4) years experience in supervision of others; and eight (8) years prior work experience showing progressively responsible experience. Work experience must include personnel issues, evaluations; budget development and administration and contract administration.

2) Supervision:

Received: Work is performed independently with the Department manager providing general direction and indirect supervision.

Exercised: Provides supervision to Lieutenants, Sergeants and through them, all operation divisions personnel described above.

3) Communication:

This position requires frequent communication with City residents, other Departments within the City, vendors, other government entities, professional service firms, media, the general public and other employees. Communication is frequently complex and regularly involves confidential or sensitive information.

4) Cognitive Functions:

Work is only occasionally monitored and performed with a moderate level of structure and substantial level of independent decision-making. Creativity or innovation is moderately required to solve problems that have considerable complexity and where precedent is only occasionally available.

5) Working Conditions:

Most work is performed in a standard office environment. Hazards, temperature extremes, dirty or otherwise disagreeable conditions and travel are moderate to high and present regularly during fieldwork.

6) Resource Accountability:

Position has moderate impact on a high resource value including division budget and slight impact on databases and extensive impact on equipment.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the City as it deems necessary for the efficient and orderly operation of the Department.*